

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7018215

Date Posted: 11/04/13

POSITION NO: 242916

Closing Date: 11/18/13

CLASS CODE: 3658

POSITION TITLE: Head Start School Readiness Coach - Early Head Start

DEPARTMENT NAME: Navajo Head Start - Administration

DEPARTMENT NO: 701 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: AA66A

Days: M - F

Permanent: ☒

SALARY:

Hours: 8 am - 5 pm

Temporary: ☐

Duration: \$ 48,630.40 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 23.38 Per Hour

DUTIES AND RESPONSIBILITIES:

As a part of the education content area team, incumbent will be responsible for education and early childhood development services in accordance with the Head Start Performance Standards. Develop, implement and assess quality child development and education practices leading to school readiness outcomes for all children. Plan, organize and deliver developmentally appropriate practices based on the individual and collective developmental abilities and potential of enrolled children. Coach, train and mentor the curriculum assessment and CLASS observation system to classroom staff. Conduct CLASS observations in all assigned classrooms on a pre-and post-school year basis and uses this information and coordination with classroom team to determine professional development action goals. Coach teaching staff in developing a system which offers parents opportunities for enhancing their skills as the first and most valuable educator of their children through the use of home learning activities, planning educational activities, providing opportunities to volunteer and attained trainings.

Plans and conducts research, surveys, studies, assessments and related activities of Navajo education programs, services and school systems.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A Bachelor's degree in Early Childhood Education, Education or related field with coursework equivalent to a major relating to early childhood education; and three (3) years of classroom experience teaching preschool-age and/or infant/toddler-age children, one (1) year of administrative and/or training experience; OR a Master's degree in Early Childhood Education, Education or related field with coursework equivalent to a major relating to early childhood education; and two (2) years of classroom experience teaching preschool-age and/or infant/toddler-age children, one (1) year of administrative and/or training experience.

(To receive full credit for education, certification, or licensure, copies of transcript, degrees, certificates, licenses, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the principles and practices of educational administration and processes. Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities. Knowledge of budget and reporting systems, program analysis and performance measures

License/Certification Requirements:

Position requires a background check and suitability assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99